City of Lemon Grove

**MUNICIPAL FINANCIAL SOFTWARE
REQUEST FOR PROPOSALS**

May 9, 2012

BACKGROUND

The City of Lemon Grove (City) is soliciting proposals for a municipal software application that includes software, implementation services, ongoing training and technical support. Ideally, the City Grove would like to acquire these software modules as one integrated solution from one vendor. The City realizes that this may not be entirely possible; therefore, vendors that provide only some of the modules may reply. Vendors of any municipal software applications listed in the System Scope may submit their proposals. It is understood that some vendors partner with other vendors to provide software applications that are designed to integrate well with each other, and we encourage them to submit their consolidated proposal.

The City is located 10 miles east of downtown San Diego. Centrally located within the greater San Diego urban area, it affords residents and businesses easy access to the region's population and employment centers. The City encompasses approximately 3.8 square miles and has a population of 25,500.

Lemon Grove is an incorporated, general law city that operates under the Council/Manager form of government. Lemon Grove provides an extensive array of municipal services. The San Diego County Sheriff's Department provides law enforcement services. The City has a current annual general fund budget of $12.4 million and 53 full-time employees.

The City's Council Members sit as the Board of Directors for the Lemon Grove Sanitation District (Sanitation) and the Lemon Grove Roadway Lighting District (Lighting). The City's fiscal year begins on July 1 and ends on June 30.

SYSTEM SCOPE

The City seeks proposals for integrated local government software applications that will include software, implementation services, ongoing training, and technical support. Ideally, a single vendor will provide this integrated solution for the following systems: General Ledger, Budget, Purchasing, Accounts Payable, Miscellaneous Receivables, Project Management, Fixed Assets, Bank Reconciliation, and Central Cash Management.

The City of Lemon Grove desires a "turn key" solution that will be totally supported by the vendor. The vendor will be responsible for the following:
- Installing service packs,
- Installing version upgrades,
- Installing database upgrades, and
- Providing telephone and online support.

PROPOSAL PROCESS

Tentative Schedule	
Distribution of RFP	*May 9, 2012*
Proposal Submission	*June 11, 2012*
Presentations and Demonstrations	*July 1-15, 2012*
Award	*August 7, 2012*
Implementation Kick-Off	*September 3, 2012*

The City has made every effort to include sufficient information within this Request for Proposal for a vendor to prepare a responsive, comprehensive proposal.

The City will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the City reserves the right to modify the proposal process and dates as deemed necessary.

Proposal Submission: Proposals must be delivered directly to the Director of Finance no later than 5:00 p.m.*,* June 11, 2012. All proposals will be date and time stamped. Late submissions or proposals delivered via fax or e-mail will not be accepted. A total of three identical proposals must be submitted and labeled as follows:

City of Lemon Grove
Financial Software System Proposal
Cathy Till, Director of Finance
3232 Main Street
Lemon Grove, CA 91945

Proprietary Information: If the Vendor desires that information in the proposal not be disclosed, the Vendor is required to identify all proprietary information in the proposal at the time of submission. Failure to do so is tantamount to an agreement that all sections are non-proprietary and can be made available, upon request, to the general public under California's Public Records Act.

Costs in Responding: All costs directly or indirectly related to preparation of a response to the Request for Proposal, any supplemental oral presentations to clarify a proposal, and or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of the Vendor.

Disclosure Policy: The City does not discriminate against any individual or entity by reason of its origin, sex, political or religious affiliation or beliefs. The City requires disclosure of any employment or financial interest of any Councilmember, City official or City employee in the firm submitting the proposal. A firm may be disqualified if the City Attorney determines that contracting with the firm could be a violation of applicable State law.

Inquiries: Questions or requests for clarification regarding the contents of this proposal shall be in writing. They may be e-mailed to ctill@ci.lemon-grove.ca.us.

Rejection: The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, all proposals must be submitted in accordance with the instructions outlined in this section. The proposal should be organized into the following major sections:

Section	Title
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Company Background
3.0	Proposed Application Software and Computing Environment
4.0	Database Software
5.0	Optional Software
6.0	System Security
7.0	Responses to Functional/Technical Requirements
8.0	Implementation Support and Training
9.0	Maintenance Program
10.0	Client References
11.0	Cost Quotations
12.0	Contract Terms and Conditions
13.0	Other Information
14.0	Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

Executive Summary: (Section 1.0). This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

Company Background: (Section 2.0). Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional information and/or clarify information provided.

The vendor should outline the company's background, including:

- How long the company has been in business, and
- A brief description of the company size and organization.

Proposed Application Software and Computing Environment: (Section 3.0). The vendor must present, in detail, features and capabilities of the proposed application software.

In addition, the following information should be included:

Hardware Environment. Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each. The City of Lemon Grove is also interested in obtaining information about hosting of the finance server.

Operating System. Identify the operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

List the operating system software support products required to support the recommended computing environment. List any additional vendor software products required to support your proposed application software.

Database Software: (Section 4.0). Provide a description of the Database Management System (DBMS) utilized by the proposed software application(s). List any fourth-generation features utilized in constructing the proposed system and any additional required or optional end-user productivity tools.

Third-Party Products/Optional Software: (Section 5.0). The vendor should explicitly state the name of any third-party products that are part of the proposed solution to the city's list of requirements. For each third-party product, there should be a statement about whether the vendor's contract would encompass the third-party product and/or whether the city would have to contract on its own for the product.

Include a description of any products, features or other value added components available for use with the proposed software application(s) that have not been specifically requested in this RFP. Consideration of these products, features, or other value added components will be given where these may be of value to the City.

System Security: (Section 6.0). The vendor should include a detailed description of the proposed system's security features.

Responses to Functional/Technical Requirements: (Section 7.0). Responses to the Functional/Technical Requirements listed in Appendix A of this RFP must be provided in this section of the vendor's proposal. The vendor may add any explanatory details necessary.

Implementation Support and Training: (Section 8.0). The vendor should provide a detailed plan for implementing the proposed system and for providing training and ongoing support. This information should include:

- Project organization chart.
- Detailed implementation methodology.
- Conversion support.
- Overview of proposed training, including options for on-site or training center services, for end users and data processing personnel.
- Implementation and training plan, including estimated time-frame and deliverables for each stage of the project.
- Expected number of City Full Time Employee hours required at different stages/modules of the implementation process and for ongoing support.
- Level of expertise required of the City staff for conversion and implementation, report writer, database and other system component maintenance, and for implementation and maintenance of hardware and software.
- Training expense requirements.

Maintenance Program: (Section 9.0). Specify the nature of any post-implementation support provided by the vendor including:

- Telephone support: toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.
- Special plans defining "levels" of customer support (e.g., gold, silver, etc.).
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Availability of user groups.
- Problem reporting and resolution procedures.
- Other support (e.g., on-site; remote dial-in; Website access to patches, fixes, and knowledge base).

Client References: (Section 10.0). Vendors should provide a list of at least 10 local government installations during the past five years that have utilized the proposed system in a comparable computing environment. Where possible, at least one such reference should be in the State of California. Submit references for fully completed installations to the extent possible. List the "breadth" of the software solution (e.g., GL, AP, etc.).

Cost Quotations: (Section 11.0). Provide a detailed cost of ownership for all software licenses, support, training and implementation services being proposed. Also, provide cost of hosting the server. The estimated number of concurrent users is five with a total of ten users.

Contract Terms and Conditions: (Section 12.0). Provide a copy of the vendor's standard Terms and Conditions contract.

Other Information: (Section 13.0). Indicate the complete name of the firm or person(s) submitting the proposal, the main office address, the contact person(s) and their respective telephone numbers.

- Identify your firm's professional staff members who would be personally involved in implementing the proposed system. Include each person's prior experience in implementing, supporting, and providing training on such systems.
- Provide any additional information that you feel would distinguish your firm in its service to the City.

Sample Documents: (Section 14.0). To establish a complete and competitive proposal, vendors must include a sample copy of the following documents:

- Sample training manual.
- Sample documentation for at least one module.
- Sample software/implementation services contract.
- Sample standard reports.
- Sample implementation plan.

EVALUATION CRITERIA

The City's intention is to procure functionally complete, cost effective, and integrated software applications. Responses to this RFP will be evaluated according to the following criteria:

- Functional/Technical requirements.
- Installation, implementation, and training plans.
- Demonstrated performance of proposed system elsewhere in the public sector, system maintenance, system updates, and ongoing technical support.
- Cost and quality of software/implementation services.
- Potential on-site demonstrations and visits to client sites.
- Ability to provide an integrated, all-in-one system that includes the most modules.

GENERAL REQUIREMENTS

Requirements defined in this section contain the overall general functions of the City's desired integrated software applications. These requirements underlie the detailed checklist of functional/technical requirements contained in Appendix A.

Together, these two sections define a system that will provide a high level of flexibility in meeting the City's current and future computing requirements.

Processing Environment: A preferred or specific hardware platform will not be specified in an effort to obtain the widest range of software solutions to meet the City of Lemon Grove's information processing needs.

Database: A "true" relational (RDBMS) database must be used. The database design should allow for a wide range of "drill down" capabilities. Table and column names should be intuitively labeled and linked columns should be consistently named.

Real-Time Mode: Applications are expected to run in real-time mode. Historical transactions will be used to drive reporting and interaction among systems.

Logging: Adequate logging must be provided to insure audit trails required by the City of Lemon Grove auditors.

Tables: Dynamic tables must be used, where applicable, to preclude repetitive entry, for validity checking, and to eliminate program code changes when rules are changed or added.

Editing: The system should provide programmatic editing of data input, when possible, for validity and logical application.

Security: Security must be provided at program/user level.

Access: Remote access must be available.

Support: The selected vendor(s) must be able to provide timely and adequate telephone support during City of Lemon Grove normal business hours. Vendor(s) support must deal with issues related to imbedding or adjunct third-party software. Vendors will also deal with database issues that preclude their products' functionality. The City of Lemon Grove intends to rely solely on the application vendor(s) as its support source.

Hardware: All hardware requirements must be specified. The City of Lemon Grove is also interested in having the server hosted.

APPENDIX A
FUNCTIONAL/TECHNICAL REQUIREMENTS

Requirements defined in this section contain an itemized list of technical requirements listed by software module. The following answer key should be used when responding to the requirements:

Column A Coding
Y = Fully meets requirement "out-of-the box."
P = Meets with additional procedures.
N = This feature cannot be provided**.**
C = This feature requires Customization.
T = 3rd party software.

Note: *If any symbol other than "Y" or "N" is the response for a requirement in Column A, you <u>must</u> complete Vendor Specifications Comment Section.*

Note: *Any requirement that is answered with a symbol other than what is listed above will be treated as a negative/non-response*

Column B Coding

C = Vendor Comment attached in Vendor Specifications Comment Section

GRAPHICAL USER INTERFACE REQUIREMENTS

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			

This section describes the current status of the development of your GUI product. Indicate in the table below the development status of each application.

		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GUI-1.	System is a true 32-bit Windows Graphical User Interface application?	[ ]	[ ]
GUI-2.	Must have available an application server for	[ ]	[ ]
	(a) scheduling processes and reports,		
	(b) running processes and reports in the background on the server, and	[ ]	[ ]
	(c) archiving reports	[ ]	[ ]
GUI-3.	Check Boxes?	[ ]	[ ]
GUI-4.	System uses Scroll Bars?	[ ]	[ ]
GUI-5.	System uses Drop-Down Menu Lists?	[ ]	[ ]
	The desire is to move to an Information Technology environment where the user interface of each software package used is as consistent as possible, and complies with the generally accepted GUI conventions.		
GUI-6.	Does the user interface provide "drill-down" features, such as the ability to drill down from a GL account to the source document that created it? Does this include the ability to drill-down from a GL account to the following associated items when applicable?	[ ]	[ ]
GUI-7.	• Accounts payable vendor	[ ]	[ ]
GUI-8.	• Invoice	[ ]	[ ]
GUI-9.	• Purchase Order	[ ]	[ ]
GUI-10.	• Check	[ ]	[ ]
GUI-11.	• Offsetting Entries of same Transaction	[ ]	[ ]
GUI-12.	Can the drill-down features be used without keyboard intervention?	[ ]	[ ]
GUI-13.	Does the GUI use proportional fonts?	[ ]	[ ]
GUI-14.	Do all lookup fields provide either a drop down combo box or a separate lookup form that contains all valid responses?	[ ]	[ ]
GUI-15.	Are combo boxes or lookup forms accessible by both a mouse click and function key?	[ ]	[ ]
GUI-16.	Can all forms be navigated and completed with or without the use of a mouse?	[ ]	[ ]

GRAPHICAL USER INTERFACE REQUIREMENTS

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GUI-17.	When displaying multiple records in a grid, does the server only return the number of records necessary to populate the visible part of the grid and dynamically load additional records as needed or do all records for the grid return from the server simultaneously?	[ ]	[ ]
GUI-18.	Can data used to create graphical data analysis be easily exported in an Excel format?	[ ]	[ ]
GUI-19.	The software is ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.	[ ]	[ ]
GUI-20.	The product must be capable of running in a Windows 2003, Vista, Windows XP, Windows 2007 network environment. Describe any other operating environments your proposed software will work with. In the event your software does not run on Microsoft products explain what operating systems it does run on.	[ ]	[ ]
GUI-21.	Does your staff hold information technology related certifications?	[ ]	[ ]
	The report preview should support the following features:		
GUI-22.	Page up and page down through a report.	[ ]	[ ]
GUI-23.	Go to bottom and go to top of report buttons.	[ ]	[ ]
GUI-24.	Provide the ability to archive a report via PDF instead of printing.	[ ]	[ ]
GUI-25.	ODBC drivers must be embedded in the database software not requiring third party.	[ ]	[ ]
GUI-26.	User must be able to customize tab sequence on any input screen.	[ ]	[ ]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED

General Features

GL-27.	The General Ledger System shall utilize a Graphical User Interface.	[ ]	[ ]
GL-28.	The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities.	[ ]	[ ]
GL-29.	The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	[ ]	[ ]
GL-30.	During all processing, the system should edit transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	[ ]	[ ]
GL-31.	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	[ ]	[ ]
GL-32.	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	[ ]	[ ]
GL-33.	Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.	[ ]	[ ]
GL-34.	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.	[ ]	[ ]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-35.	Provide for user-defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process.	[ ]	[ ]
GL-36.	Accept automatic posting of journal transactions from other subsystems or third-applications in predefined journal entry format.	[ ]	[ ]
GL-37.	The system must have the ability to run interim financial reports during an accounting month.	[ ]	[ ]
GL-38.	Provide for an automated bank reconciliation process for multiple cash and bank accounts.	[ ]	[ ]
GL-39.	Maintain and process transactions for a "prior" fiscal year and a "current" fiscal year simultaneously before the prior year is closed. Capability of having an "adjustment period" available for posting audit adjusting entries to prior year balances.	[ ]	[ ]
GL-40.	The system should provide the ability to load previously posted transactions with debits and credits reversed to create reversing entries.	[ ]	[ ]
GL-41.	The system should provide the user an average daily balance by account within a pooled cash account.	[ ]	[ ]
GL-42.	Ability to automatically upload posting of cleared items from the entity's bank to the check reconciliation system.	[ ]	[ ]
GL-43.	Must provide documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, participate in user group discussions, and download updates via secure connection.	[ ]	[ ]
GL-44.	Must prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions, or have not been opened for accepting business transactions.	[ ]	[ ]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-45.	Prevent posting transactions to invalid general ledger account numbers.	[ ]	[ ]
GL-46.	The system should provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.	[ ]	[ ]
GL-47.	The system must have the ability to generate all "due to" and "due from" journal entries when posting a transaction to one fund which will affect other funds.	[ ]	[ ]
GL-48.	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	[ ]	[ ]
GL-49.	The system must accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. The system should provide capability to edit reoccurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch that would have all the recurring entries for the period for review and edit.	[ ]	[ ]
GL-50.	Allow the user to reverse or cancel a previously posted/updated journal entry. The system must also be able to re-post a journal entry after reversal. The system should provide a completed audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/repost.	[ ]	[ ]
GL-51.	Print journal entry transaction detail prior to posting the journal entry to the general ledger.	[ ]	[ ]
GL-52.	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.	[ ]	[ ]

GENERAL LEDGER

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-53.	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.	[ ]	[ ]
GL-54.	Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.	[ ]	[ ]
GL-55.	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.	[ ]	[ ]
GL-56.	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.	[ ]	[ ]
GL-57.	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget, the amount budgeted, account balance, amount encumbered, current amount encumbered, unencumbered budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed.	[ ]	[ ]

GENERAL LEDGER

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-58.	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number and purchase order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number.	[　　]	[　　]
GL-59.	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for a user defined number of previous years.	[　　]	[　　]
GL-60.	Provide for inquiry by a user-defined group of accounts (i.e. all accounts within a department, personnel accounts across all departments in a fund, etc.). Totals for monthly expenditures and budgets should be displayed.	[　　]	[　　]
GL-61.	All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[　　]	[　　]
GL-62.	Provide the ability to design and create reports in a user-defined. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.	[　　]	[　　]
GL-63.	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.	[　　]	[　　]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-64.	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary account as defined in the table.	[ ]	[ ]
GL-65.	All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.	[ ]	[ ]
GL-66.	Option to view any report on screen with subsequent option to print.	[ ]	[ ]
GL-67.	Ability to generate financial statements by individual funds or combination of funds.	[ ]	[ ]
GL-68.	Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups.	[ ]	[ ]
GL-69.	Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year.	[ ]	[ ]
GL-70.	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	[ ]	[ ]
GL-71.	The system must generate data necessary for compliance with state and federal laws and regulations. Financial statements produced with the data should conform to GAAFR standards.	[ ]	[ ]
	The following financial reports must be included in a user defined format:		
GL-72.	Chart of Accounts	[ ]	[ ]
GL-73.	Statement of Revenues and Expenditures	[ ]	[ ]
GL-74.	Trial Balance	[ ]	[ ]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
GL-75.	Balance Sheet	[ ]	[ ]
GL-76.	Budget Worksheet	[ ]	[ ]
GL-77.	Budget Presentation	[ ]	[ ]
GL-78.	The system should also print interim financial statements, to be prepared in a format that can be user modified.	[ ]	[ ]
GL-79.	General Ledger Detail Report: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable).	[ ]	[ ]
GL-80.	Budget Analysis: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account, with option to include vendor names on the report. For each account selected, the report should print the account name and number, and beginning balance, current balance, and current amount encumbered. For each transaction, the report should print the transaction date, posting date, transaction number, reference, description, vendor number and name, invoice number, purchase order number, amount of the transaction, and unencumbered budget balance.	[ ]	[ ]
GL-81.	Cash Analysis: Report parameters should include the ability to choose the fund, month and year, days of the month or monthly periods to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount and number of transactions for all checks, deposits, service charges, interest, miscellaneous, net change, and balance.	[ ]	[ ]

GENERAL LEDGER
SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED

The General Ledger system should interface with the following modules:

GL-82.	Accounts Payable	[ ]	[ ]
GL-83.	Purchase Orders	[ ]	[ ]
GL-84.	Check Reconciliation	[ ]	[ ]
GL-85.	Accounts Receivable	[ ]	[ ]
GL-86.	Central Cash Collection	[ ]	[ ]
GL-87.	Budget Preparation	[ ]	[ ]
GL-88.	Fixed Assets	[ ]	[ ]

BUDGET MANAGEMENT
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
BM-89.	The Budget Management system shall utilize a Graphical User Interface.	[ ]	[ ]
BM-90.	The system must include a user defined budget work sheet and budget proposal report as specified by the Organization. A report generator should be provided that provides the capability for the user to create additional user defined budget reports.	[ ]	[ ]
BM-91.	Budget work sheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, and current fiscal year budget in addition to the proposed budget.	[ ]	[ ]
BM-92.	The system must allow automatic installation of the adopted budget.	[ ]	[ ]
BM-93.	The system should allow the user to create projected budgets with the ability to multiply selected portions of the current budget or other specified model budget, by a user defined multiplier and automatically creates new budget amounts.	[ ]	[ ]
BM-94.	System must have roll-up/roll-down capabilities for all line items.	[ ]	[ ]
BM-95.	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can then be defined as permanent, current, and next year. These notes can be printed with budget work sheets and budget proposals at the user's discretion.	[ ]	[ ]
BM-96.	Provide the ability to create free form text notes that may be associated with specified funds or departments that may be printed on budget reports.	[ ]	[ ]
BM-97.	Support ability to print notes on budget worksheets, budget proposals, or budget presentation reports at the user's discretion. These notes can also be viewed in the General Ledger in account management.	[ ]	[ ]

BUDGET MANAGEMENT

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
BM-98.	The system must have the capability to have both export and import capabilities from Excel.	[ ]	[ ]
BM-99.	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	[ ]	[ ]
BM-100.	The system must allow for an unlimited number of years to be budgeted.	[ ]	[ ]
BM-101.	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.	[ ]	[ ]
BM-102.	The system must be able to accommodate an unlimited number of versions, per fund, of the budget and multiple changes per cost center.	[ ]	[ ]
BM-103.	These changes must be maintained in separate records, and displayed in separate windows in the system.	[ ]	[ ]
BM-104.	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry.	[ ]	[ ]
BM-105.	On the budget worksheet view shown by line item, the systems must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted.	[ ]	[ ]
BM-106.	The Organization must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.	[ ]	[ ]

BUDGET MANAGEMENT

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
BM-107.	The system must have the capability to spread annual budgeted amounts to months based on a specific spending plan as an option, in addition to dividing the annual amount by twelve. A percentage distribution capability per month should be provided.	[ ]	[ ]
BM-108.	Must provide on-line documentation with table of contents, index, and key word search capabilities. Ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	[ ]	[ ]
BM-109.	All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]
BM-110.	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-111.	The Purchase Order and Encumbrance System must utilize a true Graphical User Interface	[ ]	[ ]
PO-112.	Ability to define approval levels, user account levels, inquiry/access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality.	[ ]	[ ]
PO-113.	Option to designate specific bank accounts for payment of each invoice.	[ ]	[ ]
PO-114.	The Organization should be able to restrict, through system security, individual access to the purchase order system and to individual programs within the purchase order system.	[ ]	[ ]
PO-115.	Vendor numbers and G/L account numbers should be validated by the system at the field level.	[ ]	[ ]
PO-116.	Requisition input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes.	[ ]	[ ]
PO-117.	Ability to provide for laser-printer generated purchase orders with facsimile signature.	[ ]	[ ]
PO-118.	Ability to route rejected requisitions automatically via an industry standard e-mail system or internal messaging system.	[ ]	[ ]
PO-119.	The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain;	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-120.	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	[ ]	[ ]
PO-121.	Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number.	[ ]	[ ]
PO-122.	When requisitions are entered and approved, purchase order is created without additional re-entry required.	[ ]	[ ]
PO-123.	Provide for detailed analysis of open, closed, or voided PO's.	[ ]	[ ]
PO-124.	Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another.	[ ]	[ ]
PO-125.	Through appropriate system security, the Organization should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes.	[ ]	[ ]
PO-126.	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-127.	Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities.	[ ]	[ ]
PO-128.	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup.	[ ]	[ ]
PO-129.	The system must allow next year funds to be pre-encumbered after a specified date in the current year.	[ ]	[ ]
PO-130.	Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations.	[ ]	[ ]
PO-131.	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.	[ ]	[ ]
PO-132.	The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user.	[ ]	[ ]
PO-133.	Allow each PO to be distributed to any combination of up to an unlimited number of funds and accounts.	[ ]	[ ]
PO-134.	Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	[ ].	[ ]
PO-135.	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security.	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-136.	Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided.	[ ]	[ ]
PO-137.	The system should provide the ability to report requisition by requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.	[ ]	[ ]
PO-138.	The system should process requisitions either on-line or in batch mode, at the Organization's option.	[ ]	[ ]
PO-139.	There should be an edit where the user will be informed of missing information/invalid codes, etc., which will prevent the requisition from processing in a batch mode.	[ ]	[ ]

Requisition data should include but not necessarily be limited to the following:

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-140.	Requisition number	[ ]	[ ]
PO-141.	Vendor number	[ ]	[ ]
PO-142.	Vendor name	[ ]	[ ]
PO-143.	Status	[ ]	[ ]
PO-144.	Department	[ ]	[ ]
PO-145.	Approved by	[ ]	[ ]
PO-146.	Summary description	[ ]	[ ]
PO-147.	Ship to address code	[ ]	[ ]
PO-148.	Date issued	[ ]	[ ]
PO-149.	Estimated delivery date	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-150.	Free form text to be printed on PO, voucher, or requisition audit report	[ ]	[ ]
PO-151.	General Ledger coding for each item	[ ]	[ ]
PO-152.	Description for each item	[ ]	[ ]
PO-153.	Number of units	[ ]	[ ]
PO-154.	Price per unit	[ ]	[ ]
PO-155.	Amount	[ ]	[ ]
PO-156.	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.	[ ]	[ ]
PO-157.	After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.	[ ]	[ ]
PO-158.	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.	[ ]	[ ]
PO-159.	There should be a means of easily deleting requisitions no longer needed from the system.	[ ]	[ ]
PO-160.	Requisitions that have been processed and have become purchase orders should automatically be purged from the system.	[ ]	[ ]
PO-161.	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time.	[ ]	[ ]
PO-162.	Must provide for printing and reprinting of purchase orders.	[ ]	[ ]
PO-163.	Provide ability to account for variances between purchase orders and invoices received against purchase orders.	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-164.	During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	[ ]	[ ]
PO-165.	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as-ordered" function to record invoices with no price or quantity variances.	[ ]	[ ]
PO-166.	Record accounts payable and liquidate related encumbrances.	[ ]	[ ]
PO-167.	Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel.	[ ]	[ ]
PO-168.	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow an unlimited number of account codes to be used for a purchase order plus unlimited number of account codes for additions such as shipping costs during the receiving process.	[ ]	[ ]
PO-169.	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.	[ ]	[ ]
PO-170.	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]

PURCHASE ORDERS AND ENCUMBRANCES

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PO-171.	Requisition Audit Report: User defined parameters should include range of departments to print and range of requisition numbers. Should be available in either detail or summary format. Detailed format should include all pertinent information from requisition for proofing and authorization purposes. Purchase Order totals by General Ledger account number should be printed including fiscal year, account number, account name, purchase order amount, annual budget, budget available and amount over budget if applicable.	[ ]	[ ]
PO-172.	Purchase Order Status Report: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number, vendor number, vendor name, purchase order status, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.	[ ]	[ ]
PO-173.	Purchase Order General Ledger Report: User defined parameters should include fund, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account.	[ ]	[ ]
PO-174.	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	[ ]	[ ]
PO-175.	Interfaces to General Ledger	[ ]	[ ]
PO-176.	Interfaces to Accounts Payable	[ ]	[ ]
PO-177.	Interfaces to Fixed Assets	[ ]	[ ]

ACCOUNTS PAYABLE

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-178.	The Accounts Payable system must utilize a Graphical User Interface.	[ ]	[ ]
AP-179.	System can utilize a designated disbursement fund.	[ ]	[ ]
AP-180.	System can utilize a pooled cash account.	[ ]	[ ]
AP-181.	Ability to process credit memos on-line.	[ ]	[ ]
AP-182.	Ability to store credit memos for each vendor.	[ ]	[ ]
AP-183.	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	[ ]	[ ]
AP-184.	When updating vendor records, the user does not need to know vendor codes, type codes, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality.	[ ]	[ ]
AP-185.	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.	[ ]	[ ]
AP-186.	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	[ ]	[ ]
AP-187.	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.	[ ]	[ ]
AP-188.	The Organization must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system.	[ ]	[ ]
AP-189.	The system must maintain a record of the last check number used.	[ ].	[ ]

ACCOUNTS PAYABLE

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			
AP-190.	The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	[ ]	[ ]
AP-191.	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, void the check in the check reconciliation system, and either re-issue a check or delete the item from the accounts payable system.	[ ]	[ ]
AP-192.	The system must allow the user to set up recurring charges for repetitious items such as monthly lease purchase payments, rent, etc.	[ ]	[ ]
AP-193.	Vendor numbers and G/L account numbers must be validated by the system at the field level.	[ ]	[ ]
AP-194.	The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	[ ]	[ ]
AP-195.	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.	[ ]	[ ]
AP-196.	Checks must be printed in a format prescribed by the Organization.	[ ]	[ ]
AP-197.	Must provide ability to classify vendors for 1099 purposes.	[ ]	[ ]
AP-198.	The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.	[ ]	[ ]
AP-199.	Vendor record must contain fields for both ordering and remittance addresses.	[ ]	[ ]

ACCOUNTS PAYABLE

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-200.	Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	[ ]	[ ]

Vendor Information: Vendor data must include but not necessarily be limited to following:

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-201.	Vendor number	[ ]	[ ]
AP-202.	Name	[ ]	[ ]
AP-203.	Remittance address	[ ]	[ ]
AP-204.	Telephone number	[ ]	[ ]
AP-205.	Fax number	[ ]	[ ]
AP-206.	Contact person	[ ]	[ ]
AP-207.	Taxpayer ID number	[ ]	[ ]
AP-208.	At least 10 user-defined fields	[ ]	[ ]
AP-209.	Provide lookup capability by vendor number or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	[ ]	[ ]
AP-210.	Must be able to select invoices for payment based upon manual selection or automatic selection based.	[ ]	[ ]
AP-211.	Provide option to select items to be paid from specific bank (cash) accounts only if desired.	[ ]	[ ]
AP-212.	Option to pay items with a specific vendor or for all vendors.	[ ]	[ ]
AP-213.	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	[ ]	[ ]
AP-214.	Ability to allow for the addition of freight and bulk charges.	[ ]	[ ]

ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-215.	Print accounts payable laser printed checks with facsimile signatures on blank stock.	[ ]	[ ]
AP-216.	Ability to print supplemental check stubs when number of invoices listed exceeds size of check stub.	[ ]	[ ]
AP-217.	Provides emergency check writing with concurrent authorization controls.	[ ]	[ ]
AP-218.	Process payment adjustments and canceled/voided checks.	[ ]	[ ]
AP-219.	Each item entered into the system must be able to be expensed to an unlimited number of expense items.	[ ]	[ ]
AP-220.	The system must be able to electronic payments and bank drafts.	[ ]	[ ]
AP-221.	The system must allow an unlimited number of distributions for the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	[ ]	[ ]
AP-222.	Ability to allow individual documents to be held back when generating a batch of recurring documents.	[ ]	[ ]
AP-223.	Ability to provide separate account tracking for various utility accounts with the same vendor.	[ ]	[ ]
AP-224.	Ability to allow vendor, codes, and predefined General Ledger allocation to be over-ridden at document entry time. System must not require "tab-through" of unnecessary fields in input – i.e. Project code field if general ledger account is not defined to require project association.	[ ]	[ ]
AP-225.	Allow invoices to be associated with predefined projects and funding sources from the Project Accounting system directly from input with project code lookup using drop-down lists.	[ ]	[ ]
AP-226.	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	[ ]	[ ]

ACCOUNTS PAYABLE

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-227.	Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field	[ ]	[ ]

The system must provide on-line item detail for user defined length of time. This detail must include:

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-228.	Vendor number	[ ]	[ ]
AP-229.	Vendor name	[ ]	[ ]
AP-230.	Invoice number	[ ]	[ ]
AP-231.	Description	[ ]	[ ]
AP-232.	Due date	[ ]	[ ]
AP-233.	Adjustments and purchase orders number	[ ]	[ ]
AP-234.	General ledger distribution	[ ]	[ ]
AP-235.	Amount paid	[ ]	[ ]
AP-236.	Date paid	[ ]	[ ]
AP-237.	Check number paid.	[ ]	[ ]
AP-238.	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date.	[ ]	[ ]
AP-239.	Provide ability for users to lookup and display a listing of all checks issued to a vendor.	[ ]	[ ]
AP-240.	All invoices, even when paid, must be available for on-line review.	[ ]	[ ]
AP-241.	System to provide an option to look at unpaid items or all items.	[ ]	[ ]

ACCOUNTS PAYABLE

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AP-242.	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]
AP-243.	The system must be able to print 1099's for selected vendors at the end of the calendar year.	[ ]	[ ]
AP-244.	The system must be able to provide a cash requirement report based on user defined periods of time.	[ ]	[ ]
AP-245.	The system must produce all registers and audit reports necessary to provide a complete audit trail.	[ ]	[ ]
AP-246.	The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.	[ ]	[ ]
AP-247.	Vendor List: Must include sequence (alpha or numeric).	[ ]	[ ]
AP-248.	Label Print: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels. Provide options to sort by vendor name or number, and indicate lines per label and number of labels "up". Option to print vendor number and/or taxpayer ID number on the labels.	[ ]	[ ]
AP-249.	Accounts Payable Check Register: must print vendor number, invoice number, claim number, vendor name, check date, amount for each invoice, general ledger account number, check number, check amount.	[ ]	[ ]
AP-250.	Accounts Payable Cash Requirements Report: Printed for selected funds.	[ ]	[ ]
AP-251.	History Check Register: Provide the ability to print a check register for any range of dates or check numbers.	[ ]	[ ]

ACCOUNTS PAYABLE

SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #		

AP-252. Purchase Order Report: Provide the ability to print a report for any range of posting dates, paid dates and purchase order numbers. The report must include purchase order number, vendor number and name, description, general ledger distribution, posting date, paid date, check number, and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts.   [   ]   [   ]

AP-253. 1099 Print: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.   [   ]   [   ]

AP-254. Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.   [   ]   [   ]

AP-255. End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.   [   ]   [   ]

The Accounts Payable system must interface with the following modules

AP-256. General Ledger   [   ]   [   ]

AP-257. Purchase Orders   [   ]   [   ]

AP-258. Check Reconciliation   [   ]   [   ]

AP-259. Fixed Assets   [   ]   [   ]

AP-260. Purchase Orders & Encumbrances   [   ]   [   ]

MISCELLANEOUS ACCOUNTS RECEIVABLE

SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
AR-261.	Real time system processing.	[ ]	[ ]
AR-262.	Menus have drill-down capabilities for detail.	[ ]	[ ]
AR-263.	ALL screens in a GUI format	[ ]	[ ]
AR-264.	System has complete on-line help function.	[ ].	[ ]
AR-265.	Report writer for ad-hoc reporting.	[ ]	[ ]
AR-266.	Handle an unlimited number of fees and rates.	[ ]	[ ]
AR-267.	System allows for individual late fee codes associated with a rate.	[ ]	[ ]
AR-268.	System integrates with General Ledger, Cash Receipts.	[ ]	[ ]
AR-269.	Data must reside in the central CIS database with UB and Licenses.	[ ]	[ ]
AR-270.	Unlimited accounts and history.	[ ]	[ ]
AR-271.	Allow for credits and deposits.	[ ]	[ ]
AR-272.	Minimum 24 user defined fields with field labels.	[ ]	[ ]

PROJECT MANAGEMENT

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			

The Project Management System must utilize a Graphical User Interface and provide the following optional methods of operation. In addition, project Management will need to maintain subsidiary ledger activity for each project and will need to record, store and allow retrieval of both current and historical project related information. This inception to date data maintenance and reporting is required for meaningful project budgeting, monitoring and reporting.

PM-273.	The Project Management system is designed to allow tracking of projects across multiple fiscal years.	[ ]	[ ]
PM-274.	The system can setup project budgets and track activity for an unlimited number of fiscal and calendar years.	[ ]	[ ]
PM-275.	Software should provide budgeting and reporting capability based on a fiscal year basis.	[ ]	[ ]
PM-276.	Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	[ ]	[ ]
PM-277.	Support the ability for multiple departments to access the project information simultaneously.	[ ]	[ ]
PM-278.	Allow project activity to be posted automatically as expenses associated with the project are posted to the specified General Ledger accounts.	[ ]	[ ]
PM-279.	Ability to correct errors or edit on-line in real time.	[ ]	[ ]
PM-280.	Ability to calculate budget, expenditures, and available balances (e.g. daily, weekly, and monthly) with totals to date.	[ ]	[ ]
PM-281.	Project set up should allow projects to be continued over one or more fiscal years as deemed necessary by user.	[ ]	[ ]
PM-282.	General information associated with a project can be set up with a minimum of 3 levels below the project level.	[ ]	[ ]
PM-283.	Define the line item budgets for the project.	[ ]	[ ]

PROJECT MANAGEMENT
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
PM-284.	Enter special notes (detailed descriptions, funding, and reimbursement notes) as work on the project progresses in the project maintenance menu.	[ ]	[ ]
PM-285.	Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date.	[ ]	[ ]
PM-286.	Ability to track all project related costs for the life, inception-to-completion, of the project for a minimum of 5 years crossing fiscal years as necessary.	[ ]	[ ]
PM-287.	Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.	[ ]	[ ]
PM-288.	Ability to Identify and report status of project using user definitions.	[ ]	[ ]
PM-289.	Identify and track money expended on entire project by project total and or by object code.	[ ]	[ ]
PM-290.	Identify department in charge of work being completed by project.	[ ]	[ ]
PM-291.	Identify and report status of project using user definitions.	[ ]	[ ]
PM-292.	A six-character code to identify the project.	[ ]	[ ]
PM-293.	The project name is a thirty-character name or title of the project.	[ ]	[ ]
PM-294.	The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed.	[ ]	[ ]
PM-295.	The associated department can be entered.	[ ]	[ ]
PM-296.	The department number can be up to seven characters long.	[ ]	[ ]
PM-297.	If a project is tied to several departments, the department can be blank.	[ ]	[ ]

PROJECT MANAGEMENT

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			
PM-298.	A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.	[ ]	[ ]
PM-299.	A short description of the project can be added.	[ ]	[ ]
PM-300.	Additional lines for detailed descriptions and notes can be displayed.	[ ]	[ ]
PM-301.	Provide summary information on activity and total expenses for the entire group of projects.	[ ]	[ ]
PM-302.	A project can be tied to a master project by selecting from a list of master project codes.	[ ]	[ ]
PM-303.	If a project is funded by a grant, there is an option of entering the grant number.	[ ]	[ ]
PM-304.	A grant number can be up to eight characters long.	[ ]	[ ]
PM-305.	The name of the entity from which the grant came can be up to twenty characters long.	[ ]	[ ]
PM-306.	A listing of the individual transactions posted to a line item, will display the Date, Description, G/L Account, and Amount of each transaction.	[ ]	[ ]
PM-307.	These transactions are listed in order by date.	[ ]	[ ]
PM-308.	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]
PM-309.	When posting items to projects through the Accounts Payable, Purchase Order, and General Ledger systems, a detail transaction is also posted to the Project Management files.	[ ]	[ ]
PM-310.	The project report provides general information about each project (such as description, type, department, fiscal year, grant and contract information), and lists the budgets for each line item.	[ ]	[ ]

PROJECT MANAGEMENT

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			
PM-311.	A report can be run for a range of project numbers for which to run the report.	[ ]	[ ]
PM-312.	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.	[ ]	[ ]
PM-313.	The Line Item report can be run for a range of project numbers, for which to run the report.	[ ]	[ ]
PM-314.	The detail report prints the detail of each transaction posted within a selected range of dates.	[ ]	[ ]
PM-315.	Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.	[ ]	[ ]
PM-316.	Report can be run for a range of project numbers for which to run the report.	[ ]	[ ]
PM-317.	Interfaces to General Ledger	[ ]	[ ]
PM-318.	Interfaces to Purchase Order	[ ]	[ ]
PM-319.	Interfaces to Accounts Payable	[ ]	[ ]

FIXED ASSETS

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
FA-320.	Real time system processing.	[ ]	[ ]
FA-321.	Menus have drill-down capabilities for detail.	[ ]	[ ]
FA-322.	ALL screens in a GUI format	[ ]	[ ]
FA-323.	System has complete on-line help function.	[ ]	[ ]
FA-324.	Report writer for ad-hoc reporting.	[ ]	[ ]
FA-325.	Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.	[ ]	[ ]
FA-326.	Allows user to assign fixed assets to one or more funds, users, and/or locations.	[ ]	[ ]
FA-327.	Allows the user to define classes of fixed assets.	[ ]	[ ]
FA-328.	Can the system generate depreciation postings and post automatically to the General Ledger.	[ ]	[ ]
FA-329.	Does the system allow for multiple depreciation methods.	[ ]	[ ]
FA-330.	Does the system have user-defined fields, with customizable labels.	[ ]	[ ]

BANK RECONCILIATION
SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
BR-331.	The Bank Reconciliation System shall utilize a Graphical User Interface.	[ ]	[ ]
BR-332.	The Bank Reconciliation System should be an interactive set of programs/modules that allow the user to reconcile monthly bank statements to General Ledger cash accounts.	[ ]	[ ]
BR-333.	The program shall allow the user to identify items to clear during the current month's reconciliation in a batch, full screen, or individual item mode.	[ ]	[ ]
BR-334.	The system shall process up to ten cash accounts per fund pooled cash amounts (multiple funds sharing a Banking account).	[ ]	[ ]
BR-335.	The system (all modules) shall be integrated with cash account transactions and automatically posted to the Bank Reconciliation System.	[ ]	[ ]
BR-336.	The Bank Reconciliation System shall recognize postings through the General Ledger for items such as bank charges, interest income, returned checks, etc..	[ ]	[ ]
BR-337.	The software shall have the ability to import magnetic information on cleared checks from bank.	[ ]	[ ]
BR-338.	The system shall produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	[ ]	[ ]
BR-339.	The system shall provide on-line documentation with table of contents, index, and key word search capabilities.	[ ]	[ ]
BR-340.	All reports shall be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]
BR-341.	Reconciliation Statement: this report shall produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	[ ]	[ ]

BANK RECONCILIATION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
BR-342.	Bank Reconciliation Register: this report will be run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.	[ ]	[ ]
BR-343.	General Ledger	[ ]	[ ]
BR-344.	Accounts Payable	[ ]	[ ]

CENTRAL CASH MANAGEMENT

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			
CC-345.	The Central Cash Collection System must utilize a Graphical User Interface and provide the following optional methods of operation:	[ ]	[ ]
CC-346.	Accepts any type of cash receipt including accounts receivable, building permits, licenses, fees, taxes, etc..	[ ]	[ ]
CC-347.	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	[ ]	[ ]
CC-348.	The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the workstation, the code should not have to be re-entered before each payment posted.	[ ]	[ ]
CC-349.	Each operator can have multiple batches active in the system and the ability to update each separately. These batches are selected and an edit register run, with approval and update functions from same Operator Process window.	[ ]	[ ]
CC-350.	Cash receipts for integrated systems such as Accounts Receivable, etc., will post to those accounts with a true real-time.	[ ]	[ ]
CC-351.	Each type of receipt should carry a unique code that indicates the type payment being posted. A drop-down list look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	[ ]	[ ]
CC-352.	The transaction codes must be user defined providing parameters such as description, destination subsystem (Accounts Payable, General Ledger, etc.), general ledger accounts receipt will be posted to, an option for a default charge, and a receipt message.	[ ]	[ ]

CENTRAL CASH MANAGEMENT
SPECIFICATION DESCRIPTION

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
CC-353.	Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using the category and type codes. With an option to apply a receipt across multiple general ledger accounts on a predefined percentage basis.	[ ]	[ ]
CC-354.	Provide on-line account number validation for any integrated subsystems such as Accounts Receivable, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	[ ]	[ ]
CC-355.	When posting a payment to a customer's account in the Accounts Receivable system, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that account to apply payment.	[ ]	[ ]
CC-356.	A record of each transaction should be printed on a separate journal tape.	[ ]	[ ]
CC-357.	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, vending machine receipts, etc.	[ ]	[ ]
CC-358.	From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.	[ ]	[ ]
CC-359.	At the end of a cashier's scheduled workday, a closeout report should be printed to be balanced with the cash, checks, money orders, and credit cards in the operator's drawer. There should be the ability to record cashier over and under to a finance system account.	[ ]	[ ]
CC-360.	The system should provide for the ability to void a receipt.	[ ]	[ ]

CENTRAL CASH MANAGEMENT

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
CC-361.	Must provide on-line documentation with table of contents, index, and key word search. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	[ ]	[ ]
CC-362.	Provide the ability, at any time during the day, to display a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and total receipts for each type of transaction (deposits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided.	[ ]	[ ]
CC-363.	Require a valid operator code in order to process a receipt.	[ ]	[ ]
CC-364.	Support the processing of a single payment for different types of transactions from one customer as a single transaction and print the associated receipt.	[ ]	[ ]
CC-365.	Provide for unique codes to be defined for each receipt being posted that identify the type of transaction being posted. A drop-down list look-up feature should allow the operator to scroll through available codes authorized for that operator.	[ ]	[ ]
CC-366.	Automatically prompt the operator to have the receipt printer endorse checks.	[ ]	[ ]
CC-367.	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]

CENTRAL CASH MANAGEMENT

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
CC-368.	Cash Collection Receipt Register: This report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type, amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment update, voided receipts, account number and customer name. The batches can then be approved and updated.	[ ]	[ ]
CC-369.	Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.	[ ]	[ ]
CC-370.	Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. The report should include summaries by operator and workstation.	[ ]	[ ]
CC-371.	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	[ ]	[ ]

CENTRAL CASH MANAGEMENT

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
CC-372.	History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history only on transactions related to a subsystem (accounts receivable, etc.). Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable), amount applied, charges, amount tendered, method of payment, and notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.	[ ]	[ ]

The Central Cash Collection system should interface with the following modules

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
CC-373.	General Ledger	[ ]	[ ]
CC-374.	Accounts Receivable	[ ]	[ ]

REPORT WRITER

	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
ITEM #			
RW-375.	Process Application Software data files with the ability to extract data in any user defined order.	[ ]	[ ]
RW-376.	Have Pre-Linked multiple data files for access.	[ ]	[ ]
RW-377.	Create output for review, either on screen, in report format, or as an export file.	[ ]	[ ]
RW-378.	Report style printed output.	[ ]	[ ]
RW-379.	The system must provide the ability to use the Report Writer from within the application software.	[ ]	[ ]
RW-380.	The system must provide sorted output on any field in the data files.	[ ]	[ ]
RW-381.	The system must provide the ability to perform arithmetic functions on any numeric field in the data files.	[ ]	[ ]
RW-382.	The system must provide the ability to compute subtotals, grand totals and averages.	[ ]	[ ]
RW-383.	The system must provide the utility to create the report form format.	[ ]	[ ]
RW-384.	A data dictionary should be provided for application files.	[ ]	[ ]
RW-385.	The report writer should be able to access all data in the application software files.	[ ]	[ ]
RW-386.	The report writer should provide the capability to save user defined reports and/or queries for later use.	[ ]	[ ]
RW-387.	The report writer should provide the user the choice of displaying selected data on the screen, printing selected data, formatting a report, or transferring the data in either ASCII or comma-delimited format.	[ ]	[ ]
RW-388.	Should support the ability to combine information from multiple fields in one report.	[ ]	[ ]
RW-389.	Should provide arithmetic functions such as add, subtract, multiply, divide.	[ ]	[ ]

REPORT WRITER
SPECIFICATION DESCRIPTION

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
RW-390.	Sort by ascending or descending order by selected data field(s).	[ ]	[ ]
RW-391.	Support subtotaling, totaling and averaging.	[ ]	[ ]
RW-392.	The system must provide the utility to create data configuration procedures and store them for recall later from within the applications.	[ ]	[ ]
RW-393.	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	[ ]	[ ]

Report Writer interfaces with:

ITEM #	SPECIFICATION DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
RW-394.	General Ledger	[ ]	[ ]
RW-395.	Budget Preparation	[ ]	[ ]
RW-396.	Accounts Payable	[ ]	[ ]
RW-397.	Purchase Orders	[ ]	[ ]
RW-398.	Accounts Receivable	[ ]	[ ]
RW-399.	Fixed Assets	[ ]	[ ]

VENDOR COMMENTS TO REQUIREMENTS SPECIFICATION DESCRIPTIONS

ITEM #	
	This section is for vendor to add comments as needed for specification. Please Note Item number you are answering, followed by comments.
GUI-23	*EXAMPLE GIVEN: Our company is not a Microsoft Solution Provider, but we have contracted firms who are MSP's to assist our clients.*